

## Student Project Approval Form

Use this application for: **54035 Media Arts Project**

This application must be completed and submitted to your tutor/lecturer before you commence your project. It is usually submitted in your first project scoping meeting, in advance of more detailed work to source the final location, cast and crew.

<b>Name:</b>	<b>Student #:</b>
<b>UTS email:</b>	<b>Contact #:</b>
<b>Course:</b>	<b>Subject:</b>
<b>Academic supervisor:</b>	
<b>Production title:</b>	
<b>Type: (Drama, documentary etc)</b>	
<b>Format: (Video, film, multimedia, sound etc)</b>	
<b>Duration or equivalent:</b>	
<b>Your role/s on the production:</b>	
<b>Proposed locations:</b>	
NB: A Travel Approval Form must be completed for travel greater than 50km (one way) from UTS.	

### RULES and CONDITIONS

As a condition of the granting of final project approval you must:

1. Obtain a signed **Location Agreement Form** (MAP Form 2) for the use of each location
2. Complete a **Location Safety Checklist and Report** (MAP Form 3) for each location
3. As appropriate, obtain completed **Cast and Crew Agreement Forms** (MAP Form 4) for all participants
4. Complete the **Student Project Indemnity Form** and have it signed by your lecturer/tutor.

You must also agree to:

1. Complete a UTS Travel Form if travelling to a location greater than 50km (one way) from UTS
2. Undertake a pre-shoot safety induction for all participants at each location each shoot day – see the **Safety for Actors and Guests on Set** sheet.
3. Report any accidents or incidents - however minor - by using the **HIRO (Hazard and Incident Reporting Online)** system accessible through the UTS Safety and Wellbeing website.

In completing this application you agree to the following conditions of filming on your project – without approval:

- **No** shooting in moving cars
- **No** fight scenes/stunts/physical contact
- **No** use of drones
- **No** fire
- **No** animals
- **No** weapons – real, replica or fake
- **No** wet sets
- **No** persons under 15 years or over 75 years of age

**SAFETY CHECKLIST AND PROCEDURES**

Sections for reference are from the **Occupational Risk Management in the Australian Film and Television Industry Draft National Safety Guidelines**.

IDENTIFIED RISK	✓	REFER TO	HOW WILL RISK BE MINIMISED?
<b>Location hazards</b>  General Working at Height Derelict Structures Confined Spaces		Section 14 Section 18 Section 19 Section 19	
<b>Environment</b>		Section 14	
<b>Hazardous materials</b>		Section 27	
<b>Electrical Equipment</b>		Section 41	
<b>Equipment transport</b>		Section 22	
<b>Manual handling</b>		Section 22	
<b>Noise</b>		Section 21	
<b>Fatigue management</b>		Section 47	

**Student Declaration**

I have assessed the health and safety risks associated with this project and have been provided with the relevant information to minimise these risks. I undertake to follow the safe work practices referred to above.

**Signature****Date****Academic Supervisor**

Approval includes following additional conditions:

**Signature****Date**